

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD  
MEETING MINUTES  
Atlanta, Georgia  
February 26, 2020  
Conference Call – (470) 582-0138**

**Present**

David E. Blackwell (teleconference)  
Linda Boswell (teleconference)  
Shannon Candler (teleconference)  
Kristy Carter (teleconference)  
Rachel Castillo (teleconference)  
Chad Cheshire  
Tonya Cureton Curry  
John Ellis (Teleconference)  
Bert Flewellen  
Sondra Hampton (teleconference)  
Bill McGahan  
Diane Rogers (teleconference)  
Daniel Rosebud  
Charlotte Woody (teleconference)

**Absent**

Matthew Elder  
Monica Johnson  
Eric McGhee  
Nicole Sanders

**Collaborative Applicant Staff**

Rick Heermans  
Tina Moore  
Cynthia Patterson  
Rhonda Taylor  
Mike Thomas  
Dave Whisnant  
April Woods

**Guests (in person and teleconference)**

Melsetta Veasey-Clayton County CSA  
Brooke Chestnut-Clayton County CSA  
Jeff Gabbert-Gateway BHS (teleconference)  
Samantha Bolling-Action Ministries (teleconference)  
Jessica Mitcham-Good Neighbor Shelter (teleconference)  
Margaret Schuelke-PCCI (teleconference)  
Sharon Scott-CSRA EOA (teleconference)  
Cynthia-CJCC (teleconference)  
Terry -Houston Veterans Group (teleconference)

The meeting of the Georgia Balance of State Continuum of Care Board (the “Board”) meeting was called to order by Vice Chairman Chad Cheshire at 1:02 p.m.

Vice Chairman Cheshire welcomed board members, thanked everyone for participating in this meeting and conducted a roll call of the board members present, either in person or on the call.

Vice Chairman Cheshire called for approval of the minutes of November 13, 2019 (Tab A), noting that the date on the agenda was incorrectly listed as November 12<sup>th</sup>.

Motion to approve the minutes of November 13, 2019 was made by Bill McGahan and seconded by Tonya Cureton Curry. The Vice Chairman called for a vote, and the motion passed unanimously.

Vice Chairman Cheshire then invited guests to participate in the public comment period and members on the call to introduce themselves. The guests introduced themselves either in person or as they joined the conference call, and there were no additional comments.

Vice Chairman Cheshire called on Dave Whisnant to report on Board Member Introductions, Board Appointments, and Staff Updates. Mr. Whisnant introduced the following newly appointed and reappointed Board Members, whose appointments were reviewed and approved by the Membership and Rules Committee:

- The Membership and Rules Committee appointed Daniel Rosebud to serve as their representative with lived experience.
- The Department of Community Supervision (DCS) appointed Bert Flewellen, Chief Operating Officer, to serve as DCS's representative, replacing Mike Kraft.
- The Department of Community Affairs (DCA) reappointed Tonya Cureton Curry, Deputy Commissioner for Housing, to serve as DCA's representative.

Mr. Whisnant also provided staff updates, noting that he has taken a new position with DCA as the Division Director for the Housing Assistance Division. Cynthia Patterson has now been appointed to his old position as the Director of the Office of Homeless and Special Needs Housing.

Vice Chairman Cheshire called on Mike Thomas to review the Record Email Vote discussion item on the agenda. A rule in the Governance Charter allows for the Chair to call for a vote from Board members via email for business matters that the Chair determines require immediate action between regularly scheduled Board meetings. The Governance Charter states that an affirmative vote of a majority of the Board members via email shall be the act of the Board, and a record of any motions, votes, and actions taken via email will be entered into the record at the next regularly scheduled meeting of the Board. Mr. Thomas reported that he was officially recording the results of the email vote requested on December 2, 2019, where the Balance of State CoC would enter into a Memorandum of Understanding (MOU) with Newnan Housing Authority in support of the Family Unification Program (FUP) application. The application is seeking vouchers primarily for transition-aged youth, including those up to age 24. The main responsibilities of the Balance of State Continuum of Care, in the event that the Newnan Housing Authority receives FUP funding, are as follows:

- The CoC will integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process. The CoC will demonstrate how they are assessing the housing and related service needs for youth, and how they come to the determination that a FUP voucher is the appropriate level of assistance needed.
- Identify services to be provided using CoC program funds to families and youth who qualify for CoC program assistance.
- Participate in regular meetings conducted by the Newnan Housing Authority and Coweta County DFCS (at least quarterly).
- Comply with the provisions of the MOU.

Mr. Thomas reported that the Family Unification Program Vouchers MOU with Newnan Housing Authority was approved with no objections from a quorum of the Board. Votes were received by David Blackwell, Linda Boswell, Shannon Candler, Rachel Castillo, Chad Cheshire, Tonya Cureton Curry, Matthew Elder, John Ellis, Sondra Hampton, Monica Johnson, Mike Kraft, Bill McGahan, Diane Rogers, and Charlotte Woody.

Vice Chairman Cheshire called on Mike Thomas who asked for approval of the ESG Priority Recommendations for the Balance of State CoC (Tab B). Mr. Thomas stated that the U.S. Department of Housing and Urban Development (HUD) requires the Balance of State (BoS) CoC to rank, in order of priority, the listed activities eligible under the Emergency Solutions Grant (ESG) program in collaboration with the State's ESG program. To implement this, DCA solicited BoS CoC membership input and then reviewed input and recommendations with the Standards, Rating, and Project Selection Committee. Input was received from 15-20% of the CoC's total membership organizations. Mr. Thomas reviewed the proposed priority ranking as approved by the Standards, Rating, and Project Selection Committee on February 6, 2020, that will be used by DCA for the evaluation of project applications that have been submitted under the State's

ESG Program 2020-21 competition. Mr. Thomas noted two major differences between the recommendations and what the members suggested related to street outreach and rapid re-housing. CoC Membership input rated street outreach as the last priority out of 8, but the Standards, Ratings, and Project Selection Committee recommendation before the Board ranks it as the 4<sup>th</sup> highest priority. In addition to the need to provide outreach to homeless individuals not being reached by the current system, the percentage of street outreach coverage is a part of scoring in the CoC competition each year. Mr. Thomas also discussed the recommendation regarding rapid re-housing and homelessness prevention related to available funds for each activity type. Mr. Thomas noted that there are currently no ESG-funded Balance of State transportation projects, which resulted in this activity type receiving a lower priority score. This enables activity project types that exist to move up on the priority ranking.

A motion to approve the Balance of State CoC Priorities for the State's 2020-21 ESG competition was made by Tonya Cureton Curry and seconded by Bill McGahan. The Vice Chairman called for a vote and the motion passed unanimously.

Vice Chairman Cheshire called on Tina Moore to review Committee Appointments (Tab C). Ms. Moore reported that committee appointments were being proposed for the Membership and Rules Committee and for the Homeless Management Information Systems Committee. Ms. Moore discussed responsibilities of the Membership and Rules Committee, which is responsible for providing the checks and balances for the BoS CoC. Ms. Moore further stated that they have authority over the implementation of the Continuum's Conflict of Interest and Recusal Policy; review of Board selection; ethics and parliamentary procedure; and election oversight of regional "at large" Board members. Ms. Moore presented the proposed 5<sup>th</sup> committee member for the Membership and Rules Committee, Christy Lovett, who would replace Dave Whisnant as he has taken another position within DCA. She noted that Ms. Lovett is a legal consultant at DCA and will bring valuable legal expertise to the committee. Ms. Moore requested the Board's approval of the recommended replacement member, Christy Lovett, of the Membership & Rules Committee.

Ms. Moore also presented the proposed replacement committee members for the Homeless Management and Information Systems (HMIS) Committee. Ms. Moore discussed responsibilities of the HMIS Committee, which include monitoring the Continuum's compliance with HMIS requirements prescribed by HUD, monitoring user participation in HMIS, and general HMIS oversight in areas related to the HMIS Lead and the HMIS system. Referring to the materials located behind Tab C, Ms. Moore presented the proposed replacement committee members for the Homeless Management and Information Systems Committee, Amanda Brand of Safe Harbor Children's Shelter and April Lockett of MUST Ministries, to fill two vacancies, and she requested approval from the Board for the replacement members.

A motion to approve the proposed committee appointments of the replacement member, Christy Lovett, to serve on the Membership and Rules Committee was made by Rachel Castillo and seconded by Tonya Cureton Curry. The Vice Chairman called for a vote, and the motion passed unanimously.

A motion to approve the proposed committee appointment of the replacement members, Amanda Brand and April Lockett, for the Homeless Management and Information Systems Committee was made by Bill McGahan and seconded by Daniel Rosebud. The Vice Chairman called for a vote, and the motion passed unanimously.

Vice Chairman Cheshire called on Mike Thomas to review the Georgia HMIS Steering Committee Bylaws and BoS CoC Steering Committee Appointments. Referencing the *Georgia HMIS By-Laws 2018* document

(Tab D), Mr. Thomas reviewed the Bylaws that outline the responsibilities of each of the eight participating CoCs in the GA HMIS Collaborative and the HMIS Lead Agency. CoCs are required to adopt and/or re-affirm adoption of the Bylaws annually. Mr. Thomas noted that there have been no updates to the By-Laws by the GA HMIS Steering Committee at this time, but there may be updates later this year. Mr. Thomas reported that the By-Laws were approved by the Balance of State HMIS Committee on February 6, 2020, and noted that the Board is being requested to reaffirm approval.

Mr. Thomas reviewed requirements of the Georgia HMIS Steering Committee Bylaws to appoint two BoS CoC voting members to serve on the Georgia HMIS Steering Committee to provide oversight of the HMIS implementation and to represent the BoS Continuum in GA HMIS decision-making, as specified in Section IV of the Bylaws. Mr. Thomas noted that the Bylaws require one representative from the Collaborative Applicant and one representative with technical understanding of HMIS. Referring to the Acknowledgement page and Bio at the back of Tab D, Mr. Thomas presented April Lockett as the proposed replacement member and CoC Representative to the Georgia HMIS Steering Committee. Ms. Lockett would replace Lucinda Garrett, whose work does not cover the Balance of State CoC anymore. He noted that Ms. Lockett is the Director of Systems Reporting and Outcomes at MUST Ministries and will bring valuable HMIS and data expertise to the Steering Committee. On February 6, 2020, the HMIS Committee approved April Lockett's appointment, pending Board approval as a HMIS Committee Member.

There were no proposed changes to CoC Representative, Mike Thomas, or to CoC administrators, Chandra McGhee, Jasmine Rockwell, Ambra Houser, Rhonda Taylor, and Kate Tettamant. Mr. Thomas requested that the Board reaffirm approval of the Georgia HMIS By-Laws as recommended by the HMIS Committee. Mr. Thomas then requested the Board approve April Lockett of MUST Ministries to serve as the technical expert replacement for Lucinda Garrett, and to reaffirm himself, for both to serve as voting members on the Georgia HMIS Steering Committee, as recommended by the HMIS Committee on February 6<sup>th</sup>. There was brief discussion about the number of representatives.

A motion to reaffirm approval of the Georgia HMIS By-Laws, as proposed by the HMIS Committee was made by Shannon Candler and seconded by John Ellis. The Vice Chairman called for a vote, and the motion passed unanimously.

A motion to appoint April Lockett and reaffirm Mike Thomas, as specified in Section IV of the Bylaws, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making, as proposed by the HMIS Committee, was made by David Blackwell and seconded by Shannon Candler. The Vice Chairman called for a vote and the motion passed unanimously.

A motion to reaffirm the appointments of Chandra McGhee, Jasmine Rockwell, Ambra Houser, Rhonda Taylor, and Kate Tettamant as CoC Administrators as defined in the Georgia HMIS Steering Committee Bylaws, as proposed by the HMIS Committee, was made by John Ellis and seconded by Tonya Cureton Curry. The Vice Chairman called for a vote and the motion passed unanimously.

Vice Chairman Cheshire called on Mike Thomas to review the Georgia HMIS MOA and Exhibit A. Referencing the *Georgia HMIS MOA 2019* document (Tab E), Mr. Thomas reviewed the MOA, which is the agreement between the Balance of State CoC and the GA HMIS Lead Agency further defining responsibilities and duties of each party. Mr. Thomas noted that the Exhibit A, which is the financial agreement between the parties, is currently under review by the HMIS Lead and will be brought before the Board at a later date. Mr. Thomas

requested that the Board approve the Georgia HMIS MOA document as approved by the HMIS Committee on February 6, 2020. There was discussion about HMIS funding and the timeline, and the statewide implementation HMIS grant.

A motion to approve the Georgia HMIS MOA document, as proposed by the HMIS Committee was made by David Blackwell and seconded by Bert Flewellen. The Vice Chairman called for a vote, and the motion passed unanimously.

Vice Chairman Cheshire called on Rhonda Taylor to review the Georgia Balance of State CoC Data Quality Plan (Tab F). Referencing the Plan, Ms. Taylor discussed the Data Quality Plan, which is a community-level document that will facilitate the ability of the CoC to achieve statistically valid and reliable data. The Plan outlines procedures for analyzing and reporting on the reliability and validity of HMIS data at program and system levels. Ms. Taylor reviewed the purpose and background, data quality components, data accuracy and validity, and the data quality monitoring plan. She noted that HUD strongly encourages all CoCs to have a Data Quality Plan, which is reviewed annually in conjunction with the HUD's CoC NOFA for funding. Ms. Taylor reported that the Balance of State CoC Data Quality Plan was passed through the Georgia HMIS Steering Committee, and approved by the HMIS Committee on February 6, 2020, and she requested the Board's approval as recommended by the Committee.

A motion to approve the Georgia Balance of State Continuum of Care Data Quality Plan, as proposed by the HMIS Committee was made by Daniel Rosebud and seconded by Bill McGahan. The Vice Chairman called for a vote, and the motion passed unanimously.

Vice Chairman Cheshire called on Tina Moore who asked for approval of the 2020-2021 Proposed Meeting Schedule for the Balance of State CoC Board (Tab G). Ms. Moore noted that these dates are very similar to the 2019 meeting dates and that there would likely be at least one specially called meeting related to the annual competition. The following dates were proposed:

May 27, 2020  
August 26, 2020  
November 18, 2020 (\*date adjusted for Thanksgiving)  
February 24, 2021

There was discussion about the proposed meeting date of May 27, noting conflicts with Memorial Day week and a conference of homeless Veteran service providers the same week. A substitute date of Wednesday, May 20, 2020 was suggested to make it easier to obtain a quorum, and there were no conflicts noted.

A motion to approve the proposed dates for the next four standing Board meetings substituting May 20 for May 27, was made by John Ellis and seconded by Shannon Candler. The Vice Chairman called for a vote and the motion passed unanimously.

Vice Chairman Cheshire called on Tina Moore to review the 2019 Balance of State CoC Competition Results (Tab H) and CoC updates. Ms. Moore reported that the U.S. Department of Housing and Urban Development (HUD) announced Tier 1 funding awards for the 2019 Continuum of Care (CoC) competition. Included in the Tier 1 funding announcement are Renewal, New, Domestic Violence Bonus, CoC Planning projects. Ms. Moore noted that HUD has indicated that they will announce Tier 2 awards at a later date. That announcement will include Renewal, New, DV Bonus, and projects straddling Tier 1 and Tier 2. Ms. Moore discussed the Tier 1 funding awards of \$18 million awarded to 68 Renewal projects under the Balance of State CoC, with another \$200,000 awarded to New projects. For Tier 1, under the 2019

competition, the Balance of State CoC received a total award amount of \$18,809,853, and \$42.7 million was awarded to Georgia projects as a whole. Renewal projects in the Balance of State CoC included 50 renewal permanent supportive housing projects, 14 renewal rapid re-housing projects, 2 renewal HMIS projects, and 1 renewal coordinated entry (CE) project. All Balance of State CoC Renewal project applications in Tier 1 received an award. In addition, the CoC received award for 1 New CE project and the Planning Grant. Ms. Moore noted that the planning project is funded outside of the amount designated for project applications.

There was a question regarding the difference in the amounts awarded from what was requested by the applicants. Ms. Moore explained this was due primarily to changes in the Fair Market Rents for those projects. Ms. Moore added that the total Tier 1 award amount of \$18.8 million was comparable to the amount awarded by HUD last year to the Balance of State. That was also true of the total amount awarded to all CoCs in the state of \$42.7 million.

Ms. Moore then discussed CoC Updates. Ms. Moore reported that DCA is looking to receive information on the appointments or recommendation on four (4) Board appointments that expired on January 21, 2020. Absent reappointment or a new appointment, Board Members shall continue to serve indefinitely following the end of their term. Ms. Moore noted that she would be contacting each of the Board members with expiring terms to determine the status of the appointment/recommendation. Board members and representative entities with pending appointments are:

- Georgia Department of Behavioral Health and Developmental Disabilities appointment – Monica Johnson
- Georgia Department of Labor appointment – Janice Davis
- Veterans Housing and Homelessness appointment – Nicole Sanders
- Macon-Bibb County (ESG Coordination) appointment – Charlotte Woody

Ms. Moore then provided a brief report on Balance of State CoC Sheltered Count efforts, the 2019 Regional Membership Meetings held in December, and DCA technical assistance and training efforts to provide grant management training for CoC grant recipients.

Vice Chairman Cheshire called on Dave Whisnant to report on the Chair Nomination and Appointment. CoC Governance rules call for the Board to appoint a Chair, noting the most important element being the ability to preside over Board meetings, where the ability to attend in person is necessary. Mr. Whisnant reported on follow up on Board Member interest by DCA staff. Tonya Cureton Curry was the only Board Member who expressed interest in the Chair position. Mr. Whisnant reviewed the process required under Robert's Rules of Order.

Other than Ms. Cureton Curry, there were no further nominations for the Chair from Board members.

Vice Chairman Cheshire called for a nomination of Tonya Cureton Curry, for Chair. Bill McGahan and Daniel Rosebud nominated Tonya Cureton Curry for Chair.

Vice Chairman Cheshire stated that a 2/3 vote by Board members was required to close out the nomination process. The Vice Chairman called for a vote to close nominations and that was passed unanimously. Nominations were closed.


An Incidental motion to approve that the Board vote by voice for the Election of Chair was made by Bill McGahan and seconded by Shannon Candler. The Vice Chairman called for a vote and the motion passed unanimously to vote by voice.

Vice Chairman Cheshire called for a vote to appoint Tony Cureton Curry as Chair of the Balance of State CoC Board. The vote passed unanimously, and Tonya Cureton Curry was appointed Chair of the Board.

Vice Chairman Cheshire asked if there was any old business. Bill McGahan asked to receive a copy of the final Point-in-Time Homeless Count report for the State when available. Mr. McGahan also expressed concern about the current Coronavirus health crisis and how it might affect the state’s homeless population based upon the recent announcement by the CDC about its impact.

Vice Chairman Cheshire then asked for new business. No new business was presented to the Board for consideration.

With no further business, the meeting was adjourned at 1:53 p.m. The next regular meeting of the Board is scheduled for May 20, 2020 at 1:00 p.m. in Atlanta, Georgia.

  
 tonya curry (Dec 14, 2020 10:32 EST)  
 \_\_\_\_\_  
 Signature  
  
 \_\_\_\_\_  
 Chairperson  
 \_\_\_\_\_  
 Title